



*For Office Use:*

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## **PARK SHELTER RESERVATION FORM**

**Name**

**Address**

**Phone #**

**Email Address**

**Rental Date**

**Shelter Requested**

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All park shelters in the City of New Richmond may be reserved. Reservations for the year will start on the first business day in January. We suggest reservations be made at least two weeks in advance. Payment must be made at time of request. There are no refunds. The City reserves the right to refuse future shelter use to any group or person who abuses park facilities. Reservation information will be displayed at the park shelter the day of your reservation. If a shelter is not reserved in advanced, it will be available on a first come/first served basis.

### **Park and Shelter Rules:**

1. Parks hours are 5:00 a.m. to 10:00 p.m. seven days a week.
2. Motor vehicles are to be driven and parked in designated areas only. Vehicles may not drive or park on trails or grass.
3. Amplified music is not allowed unless a permit has been approved and issued by the City Council.
4. Alcoholic beverages may not be sold in the parks unless a permit has been approved and issued by the City Council.
5. Alcoholic beverages are permitted in the shelter if you have paid for a shelter rental.
6. No glass of any kind is allowed in the parks.
7. Renter is responsible for removing all decorations and placing trash in the proper receptacles.
8. Fires are permitting ONLY in designated fireplaces or personal grills.
9. Pets, including animals of any species, shall not be permitted to run at large. Animals are not allowed in the beach area at respective parks.
10. Cleaning of fish in shelters, restrooms and/or picnic areas is not allowed.
11. Please observe all park and city regulations. The City of New Richmond reserves the right to cancel park reservations at any time as deemed necessary.

***Thank you for using the New Richmond parks. We hope your day is an enjoyable one!***

Signed

Date

**Submit completed form to [mbannink@newrichmondwi.gov](mailto:mbannink@newrichmondwi.gov)**